


STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

March 1, 2011

To: Location & Surveys Staff

From: Charles W. Brown, PE, PLS 
State Location & Surveys Engineer

Subject: Pers 2011-3
Employee's Loss of Valid NC Driver's License

A valid full or restricted Driver's License is required for employment within the Location & Surveys Unit. Failure to possess such could result in job-related issues for the employee or legal issues for the Department. With that in mind, I am implementing the following rules as of the date of this letter:

- If a potential employee cannot provide you with proof of a valid driver's license on the first day of employment, hiring procedures will be ceased and the employee will not be hired.
- If an employee loses his/her license, the Unit will evaluate and consider accommodations necessary for up to 30 days from loss of license. Any duration beyond 30 days creates difficulties within the Unit; as such will be discouraged. Any accommodations will be discouraged but will be considered on a specific basis.
- If an employee loses his/her license, that employee is required to notify the supervisor at the soonest possible opportunity. If the incident occurs during a work day, the employee is expected to notify the supervisor before the end of work. If the incident occurs during non-work hours, the employee is expected to notify the supervisor on the morning of the employee's first day of work following the incident (if not before). Failure to do so will result in disciplinary action, up to and including dismissal.
- If an employee does not possess or loses his/her license, and the supervisor is made aware of this fact, it is the supervisor's responsibility to notify Unit management (Regional Engineer, Asst. Unit Head, and/or Unit Head) at the earliest possible opportunity. Failure to do so will result in disciplinary action, up to and including dismissal.

Thank you for your cooperation in implementing this procedure. Please do not hesitate to contact me with any questions or comments.

CWB

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
LOCATION & SURVEYS UNIT
1588 MAIL SERVICE CENTER
RALEIGH NC 27699-1588

TELEPHONE: 919-250-4109
FAX: 919-250-4223

WEBSITE: WWW.DOH.DOT.STATE.NC.US

LOCATION:
CENTURY CENTER COMPLEX
BUILDING B - ENTRANCE B4
1020 BIRCH RIDGE DRIVE
RALEIGH NC 27610
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